

**Morgan County Commission Meeting
June 18, 2015**

Members present:

Commissioner Bradley Close, President
Commissioner Robert Ford
Commissioner Joel Tuttle

Also Present:

Ellen Smith; Zach Caldwell; Trish Strader; Carolyn Zdziera; Natalie Pizarro; Lian Khuen;
Kate Shunney; Ron Martin; Dick Myers; Violet Hott; Beth Golden; Rachel McCumbee; Donna
Swink; Taya Davies; Kayla McCumbee and Nick Munson

The meeting was opened at 9:30 a.m. by Cathy Spielman, Deputy County Clerk.

Administration Items

CNB Line of Credit for \$200,000

On a Bob Ford/Joel Tuttle motion, the County Commission approves and signs the documents for the \$200,000 line of credit from CNB bank. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

Appointment of Robert LaBoiteaux to the Fire Board

On a Joel Tuttle/Bob Ford motion, the County Commission appoints Robert LaBoiteaux to the Fire Board to serve a three year term. This appointment is effective immediately. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

Re-appointments to the Following Boards:

Planning Commission- Scott Swaim, Susan Parker & George Didawick

Home Consortium- Jody McClintock & Audrey Morris

Region 9- Louis Herrell

Morgan County Board of Health- Jane McCloud

On a Joel Tuttle/Bob Ford motion, the County Commission hereby re-appoints all the individuals to continue serving on the volunteer boards. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

President Close recused himself and left the meeting.

Morgan County Library Board of Trustees- Connie Perry & Tom Close

On a Joel Tuttle/Bob Ford motion, the County Commission hereby re-appoints Tom Close and Connie Perry to the Morgan County Library Board of Trustees for a five year term. Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

President Close returned to the meeting.

**Morgan County Commission Meeting
6/18/2015**

Assessor's Exonerations

On a Bob Ford/Joel Tuttle motion, the County Commission approves all of the Assessor's exonerations except the one for Peter & Michael McKechnie due to a error in the bill. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

Reports

County Commission recognizes the WV State Girls Track & Field Team

The Morgan County Commission recognized the WV State Girls Track & Field Team and presented them with certificates.

Action Items

Employee Meal Policy

On a Bob Ford/Joel Tuttle motion, the County Commission approves the employee meal policy as amended. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

Dick Myers, OES & Zach Caldwell, E911 Director- Discussion/possible Decision on Mass Notification

Mr. Myers and Mr. Caldwell approached the Commission regarding the purchase of a mass notification system. The mass notification system enables organizations to send notifications to individuals or groups keeping them informed before, during and after all event operational incidents and emergencies. Mr. Caldwell explained that notifications can be sent to virtually any communications device including land line telephones, cell phones and even desktop alerts. Mr. Myers and Mr. Caldwell stated that in the event of an emergency, this can help ensure the safety of the residents and keep them informed. On a Joel Tuttle/Bob Ford motion, the County Commission approves the mass notification system in the amount of \$5000 out of the Office of Emergency Services account. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

Vince Cichocki, Facilities Director- Approval to proceed with bidding roof project at the Pines Opportunity Center

Mr. Cichocki approached the Commission and asked approval to proceed with obtaining bids for the roof project at the Pines Opportunity Center. On a Joel Tuttle/Bob Ford motion, the County Commission approves Mr. Cichocki to move forward and proceed with advertising and obtaining bids for the roof project at the Pines Opportunity Center. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

Work Session

Budget Review

The County Commission reviewed the budget. On a Bob Ford/Joel Tuttle motion, the County Commission approves a 1 & ½ percent pay increase for the county employees.

Morgan County Commission Meeting
6/18/2015

President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

The County Commission reviewed the funds requests and allocated funds to the following organizations:

Eastern Panhandle Conservation District for the maintenance of the dams- \$1,000

Boys & Girls Club- \$5,000

Solid Waste Authority- \$10,000

Morgan Arts Council- \$15,000

Museum of Berkeley Springs- \$4,000

Travel Berkeley Springs (fireworks display for July 4)- \$4,000

Morgan County Fair- \$4,000

Berkeley Springs State Park Foundation- \$1,000

Parks & Recreation- \$15,000

Mowing at the County Recreation Fields- \$10,000

Town of Bath Streetscape- \$5,000

WVU Extension Office- summer interns from Ameri Corps- \$5,000

Consent Agenda

On a Joel Tuttle/Bob Ford motion, the County Commission made a motion to approve the consent agenda. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

On a Joel Tuttle/Brad Close motion, the County Commission approves the meeting minutes from the June 4, 2015 County Commission meeting. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

Administrator's Report

Waiver of Liability Agreement

The County Commission tabled the waiver agreement until the next Commission meeting.

Letter for Maintenance of Gayle Drive

On a Joel Tuttle/Bob Ford motion, the County Commission went into executive session at 12:08 pm to discuss the maintenance agreement for Gayle Drive. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

On a Joel Tuttle/Bob Ford motion, the County Commission came out of executive session at 12:17 pm and reconvened into regular session. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

The Commission agreed to have the Prosecutor send a letter regarding the maintenance agreement for Gayle Drive.

Approval to hire Per Diem Part Time Animal Control Officer

Jody McClintock, County Administrator stated that they are continuing to take applications and not ready to hire an individual at this time.

Morgan County Commission Meeting
6/18/2015

Recess

On a Joel Tuttle/Bob Ford motion, the County Commission made a motion to recess the meeting. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

MORGAN COUNTY COMMISSION MEAL PURCHASE POLICY

Effective July 1, 2015 – June 30, 2016

Plan will be updated each year

Pursuant to the laws of West Virginia, the Internal Revenue Code and Generally accepted accounting principles (GAAP), the Morgan County Commission has adopted the following policy.

In order to be considered for reimbursement, meals must meet the requirements outlined in this policy. Additionally, all daytrip meals that are reimbursed are considered taxable fringe benefits and will be included in your gross wages, as they are in excess of the De Minimis threshold set forth by the Internal Revenue Service.

Standard daily rates (per the U.S. GAS website; www.gsa/portal/content/104877)

Overnight Travel: \$46 day maximum for meals and incidentals.

First and last day of travel 75% or \$34.50 per day maximum (Example-three day trip total allowable meal allowance in $\$34.50 + 46.00 + 34.50 = \115.00)

The breakdown of these rates are as follows:

Breakfast \$7 Lunch \$11 Dinner \$23 Incidental Expenses \$5 (Only available on overnight trips) – Taxes and gratuity are included in these rates

These are guidelines to help prevent over expenditures on any one meal.

Do not purchase meals that are already provided by the meeting or included with the room.

Incidental expenses are those you may incur on overnight travel such as: fees and tips for hotel staff such as housekeeping.

Day Travel (Travel to and from Morgan County on a single day): Up to \$34.00 taxes included

Between 11:00a.m – 1:00p.m. Up to \$11 per meal + adult meal (\$11) for prisoner if needed

Between 4:00p.m. – 6:00p.m. Up to \$23 per meal + adult meal (\$23) for prisoner if needed

Please use common sense when deciding if a meal needs to be purchased

Receipts must clearly show detail food purchase and note the number of people being fed as well as the reason for the trip.

In order to be considered for reimbursement, meals must meet the requirements outlined in this policy. Additionally, all daytrip meals that are reimbursed are considered taxable fringe benefits and will be included in your gross wages, as they are in excess of the De Minimis threshold set forth by the Internal Revenue Service. This does not include prisoner meals.

Meals:

Do not include snacks or between meal drinks.

No alcohol

Appropriate venue – the public will see where we eat, and while the food may be good the perception can be negative. What is okay on our own may not be such a good choice on the government credit card. Use good judgement.

These meals may be charged to your credit card with proper paperwork submitted with statement. If your purchase is not on the county credit card, then receipts along with a reimbursement form must be submitted to your supervisor for reimbursement.

Credit card holder is required to reimburse the county for charges in excess of the rates spelled out above. To avoid credit card counseling (described below), this reimbursement must be included with the receipt and credit card statement when submitting to the Morgan County Clerk's office by the 10th of the following month.

Failure to comply results in the following:

1. If excess charges are not reimbursed in a timely manner (10th of each month), the ability to charge food to that card will be removed for 90 days. Card holder will then have to pay for any purchases out of pocket and seek a reimbursement. If card holder follows guidelines and no issues are found during this 90 day block, meal charging will be reinstated.
2. If a second violation occurs, the employee will lose all meal charging privileges indefinitely.

Date:

6/18/15

MORGAN COUNTY COMMISSION



Bradley J. Close
President



Robert L. Ford
Commissioner



Joel R. Tuttle
Commissioner